



## **JOB DESCRIPTION**

Title: **APPRENTICE METERING TECHNICIAN**  
Department: Power  
Class Code: 7080  
FLSA Status: Non-Exempt  
Effective Date: January 1, 2003 (Revised 07/2006)  
Grade Number: 18

### **GENERAL PURPOSE**

Under close supervision of the Metering Supervisor, performs the duties of a Metering Technician within the context of the training requirements and successful completion of competency step tests of the Metering Technician Apprenticeship Program.

### **EXAMPLE OF DUTIES**

- \*-- Responds to service orders concerning residential and commercial customers to include meter change outs, stopped meters, rereads of meters, connects, disconnects, high bill complaints, etc.
- \*-- Performs bench testing and calibration of mechanical kWh and mechanical demand meters and transfer of test information to the AS 400 computer.
- \*-- Performs bench testing and calibration of electronic kWh and electronic demand meters and transfers test data to the AS400 computer.
- \*-- Under close supervision, programs both residential and commercial electronic meters (both kWh and demand).
- \*-- Programs voltage and current recorders and under close supervision, installs recording devices. Downloads and prepares charts and exception reports for discussion with Metering Supervisor to resolve the problem.
- \*-- Assists in field installation of instrument rated metering installations.
- \*-- Assists in repairs and upgrades existing instrument rated metering installations while maintaining service. Becomes qualified in use of rubber gloves.

- \*-- Responsible for progressing through a very structured and regimented four-year apprentice training program requiring 8000 hours of "hands-on" training experience, classroom and/or correspondence schooling, and successful passing of progressive competency step tests.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from high school or GED equivalent.

### Special Requirements

- Must possess and maintain a valid Utah Driver's License
- Must possess good color vision.

### Necessary Knowledge, Skills and Abilities

- Some knowledge of electricity; some knowledge of appropriate safety practices utilized while working with electrical apparatus. Some knowledge of mathematics including algebra and trigonometry.
- Ability to effectively deal with irate customers: ability to communicate both verbally and in writing; ability to create effective working relationships with the public and fellow employees.

## **TOOLS AND EQUIPMENT USED**

- Personal computer, meter testing equipment, recording voltmeter, various hand tools, radio, and other equipment pertaining to this position.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to sit, and to reach with hands and arms. The employee is constantly required to stand, walk, drive, and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to stoop, kneel, crouch or crawl; talk or hear.

- The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of his job, the employee regularly works in the outside weather conditions. The employee is regularly exposed to wet and/ or humid conditions, ambient air, temperature extremes, traffic, and risk of electrical shock.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.